

DELAWARE COUNCIL ON REAL ESTATE APPRAISERS

INSTRUCTIONS FOR RECIPROCITY APPLICATION FOR REAL PROPERTY APPRAISER

If you currently hold an active real estate appraiser license in another state, you can apply for a Delaware real estate appraiser license through reciprocity.

1. Complete the Reciprocity Application for Real Property Appraiser.
2. Submit a letter of good standing from each state in which you are or have ever been licensed or certified.
3. The pro-rated processing fee that must be submitted with the application form is non-refundable. Make check or money order payable to "State of Delaware." See Fee Schedule available at <http://www.dpr.delaware.gov/boards/realestateappraisers/fees.shtml>.
4. There is a Federal Registry fee due prior to the issuance of a license. If your license is approved between November 1st of odd years and October 31st of even years, the fee is \$50.00. If your license is approved between November 1st of even years and October 31st of odd years, the fee is \$25.00. This fee is in addition to the processing fee. Make check or money order payable to the "State of Delaware."

Revised 4/10/2007

7. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or any other criminal offense (including any for which you have received a pardon) in any jurisdiction? Yes No
If yes, submit a certified copy of your criminal history record.
8. Do you have any pending criminal charges against you in any jurisdiction? Yes No
If yes, submit a certified copy of your criminal history record.
9. Have you ever been the recipient of any administrative penalties regarding your practice as an appraiser, including but not limited to fines, formal reprimands, license suspensions or revocation (except for license revocations for nonpayment of license renewal fees), probationary limitations, or have you entered into any agreements which contain conditions placed by a regulatory agency on your professional conduct and practice, including any voluntary surrender of a license, certificate or registration in Delaware or elsewhere?
Yes No
If yes, submit a copy of the agency's order and a written explanation.
10. Are any disciplinary proceedings or unresolved complaints pending against you in any jurisdiction where you previously have been or currently are licensed, certified, or registered?
Yes No **If yes, submit a written explanation.**
11. Do you have any impairment related to drugs or alcohol that would limit your ability to act as an appraiser in a manner consistent with the safety of the public? Yes No
If yes, submit a written explanation.

To assure consideration of your license application at the next Board meeting, the Board office must receive all of these items no later than 4:30 PM ten full working days before the Board's meeting date:

- Completed, signed and notarized application form
- Fee payment
- All required supporting documentation.

Applications that are not complete within six (6) months of filing may be considered abandoned and discarded. The Council office will attempt to notify you before disposing of an abandoned application.

Please note: When your application is complete, please allow 4-6 weeks to receive your license.

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I, the applicant, being duly sworn according to law, depose and say that the answers above set forth are true to the best of my knowledge and belief and that the application is made for the purpose of inducing the issuance of the license requested.

I hereby confirm that I have read and agree to abide by all appraiser laws and rules in the State of Delaware and agree to cooperate with any investigation initiated by the Council on Real Estate Appraisers including providing relevant documents and personally appearing before the Council and/or its investigators.

Signature of Applicant

Date

State of _____
County of _____

Sworn and subscribed to before me at _____ this _____ day
of _____, 20____.

SEAL

Signature of Notary Public

My Commission Expires: _____

Revised: 4/17/2008